Chapter 1

Getting Started

**MICHIGAN
ADULT EDUCATION
REPORTING SYSTEM
[MAERS]**

Revised November 2012

Chapter 1 – Getting Started

Welcome to MAERS 2.1!

In this chapter you will learn the following:

Section 1.0 – MAERS Manual Conventions

To follow along with this manual, text changes, colors, and symbols within the sections are used to provide an alert to certain areas of instruction. Please use the below key as you go through the manual.

⇨	All fields in MAERS with a red arrow are required data entry fields and must be completed before a record can be saved
1 ➡	Red Numbered Arrows are used to point out instructional areas on an image
Bold	References to MAERS Screen names, Tab names or Data Fields are in bold font
Bold Italics	References to MAERS Buttons are in bold italic font
Italics	Special notes or tips for data entry or processes are in italic font
"Quotes"	Quotes are used on demonstration records
<mark>Yellow Highlights</mark>	Yellow Highlights are shown on an image to draw attention to instructional areas
Underline Blue	Blue hyperlinks are used to quickly navigate to other websites or chapters/sections within this manual.
Underline Blue	Blue hyperlinks in Arial-expanded font represent any link references in MAERS

Section 1.1 – Access to MAERS

Requesting a MAERS User ID:
If you do not have a MAERS User Access ID, please go to the State of Michigan's Adult Education Website at www.michigan.gov/adulteducation to access the updated User Profile Form. Fill out the form and follow the fax or mail instructions. Upon receipt and approval of the form, you will then receive an email with your MAERS User Access ID and a temporary password.

Requesting a MAERS User ID/Password Reset:
If you have forgotten your password or User ID to MAERS, please contact the MAERS Help Desk at (313) 456 – 3200 or at maers@michworks.org.

Accessing MAERS:
If you already have your MAERS User Access ID and password, type the following address into your URL Browser: http://services.michworks.org.
Please save this address to your favorites and/or on your desktop as a shortcut.

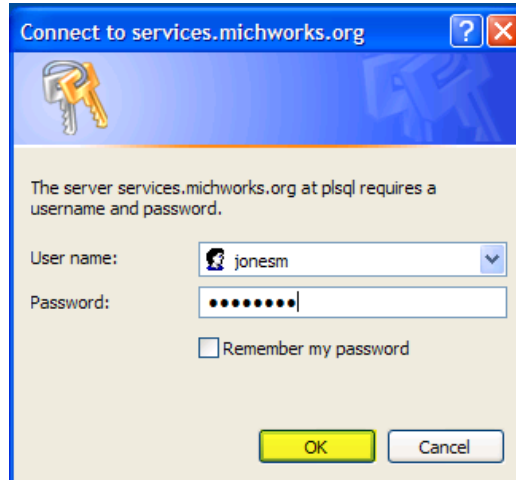A sign in box will appear. Type in your **MAERS User** name and **Password** then click *OK*. (Image 1.1a)

Image 1.1a

The very first time signing in, or at the beginning of a new program year, the system will navigate directly to the **Participant Search Criteria** screen. (Image 1.1b)
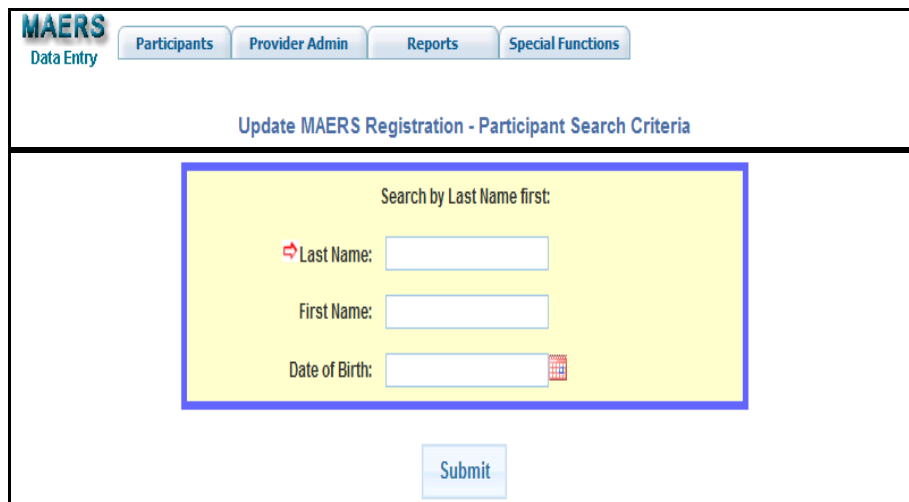

Image 1.1b

If data already has been entered into the system, the initial page that appears after logging in is a **System Notice** page which provide links to important items that may need monitoring, i.e. Missing Attendance Report or Upcoming System Exit Report. Click on one of the links to update the needed information or bypass these **System Notices** by clicking the tab needed at the top of the screen. To return to the **System Notice** screen

at a later time, the Missing Attendance Report and Upcoming System Exit Report links can be found in the **Special Functions** tab. (Image 1.1c)
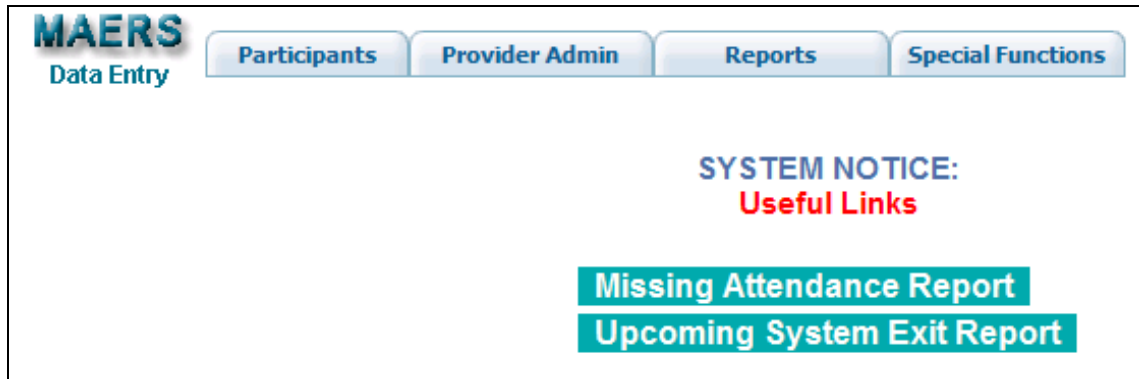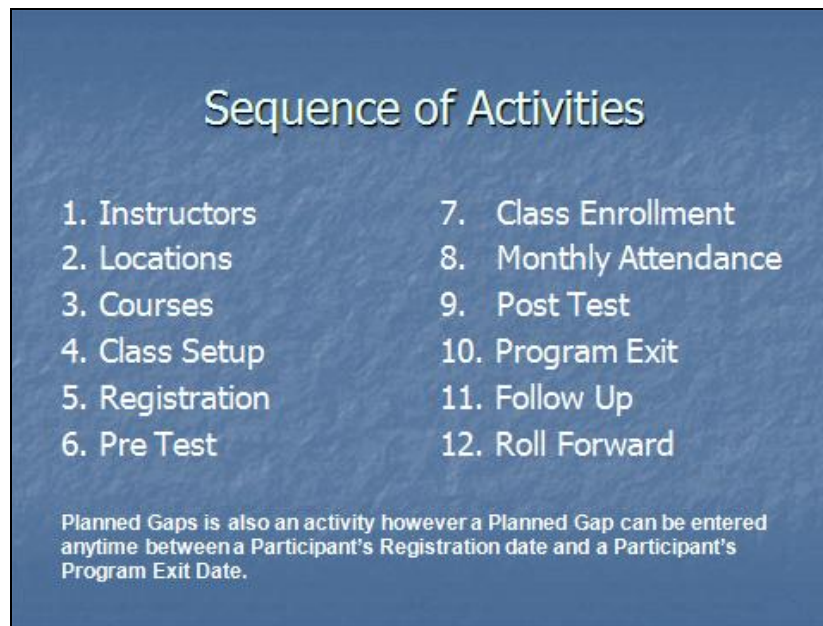

Image 1.1c

Section 1.2 – Sequence of Activities

There is a specific sequence of data entry that is required which allows critical information to work in other modules of MAERS.

- Instructors, Locations, and Courses must be entered first in order to be able to create the Class Setups. The Instructor, Location, and Course records created allow the Class Setup functions to work. Refer to Chapter 2; Class Functions. Once Instructors, Locations, Courses and Classes are created, use the Class Copy functions to copy these records into the next Program Year. Refer to Chapter 4; Class Copy Functions.

- After the Classes are setup, Registrations and Pre-Test Assessments need to be entered. Refer to Chapter 3, Participant Functions; Section 3.1 and Section 3.2 for Registrations and Assessment instructions.

- Class Enrollments can only be done after the Pre-Test Assessment is entered. The Pre-Test indicates the lowest Educational Functioning Level of the Participant which provides information of which classes the Participant should be enrolled. Refer to Chapter 3, Participant Functions; Section 3.3 for Class Enrollments.

- Attendance is done on a monthly basis. Refer to Chapter 3, Participant Functions; Section 3.4 for Monthly Attendance.

- Planned Gaps are entered as a holding place any time after the Registration Date and before the Program Exit Date. Refer to Chapter 3, Participant Functions; Section 3.6 for Planned Gaps.

- The Post-Test is entered which determines the Participant's Educational Gain. Refer to Chapter 3, Participant Functions; Section 3.7 for Post-Test Assessments.

- The Program Exit data is entered after the Participant has exited their classes and is now exiting the program. Refer to Chapter 3, Participant Functions; Section 3.8 for Program Exits.

- Follow Up on performance measured cohorts can only be done once a Participant has exited the program. Refer to Chapter 3, Participant Functions; Section 3.9 for the Follow Up requirements.

- Class Copy functions is a tool used to set up class functions for the next program year. Refer to Chapter 4, Class Copy Functions.

Section 1.3 – Search Tools and Navigation Links

Throughout MAERS 2.1, there are numerous links and tools provided to assist in quickly navigating to other screens and to narrow a search for specific data.

Navigation Links –

Image 1.3a

The above screen shot is just one example of the various hyperlinks provided to assist in moving through the MAERS system. Blue text in the body of any screen is a hyperlink. Holding the mouse pointer over the blue text will display the hyperlink line. Clicking on the hyperlink will then navigate to the corresponding screen. (Image 1.3a)

In this screen example:
1. **Class Name** — the "GED" link will navigate the User to the **Update Class Information** screen for this Class
2. **Instructor** — the "Mary Miller" link will navigate the User to Mary's Instructor record in the **Update Instructor Information** screen
3. **Location** — the "Aura Learning Center" link will navigate the User to Aura's Location record in the **Update Location** screen
4. **Participant Name** – Based on what screen is displayed, the Participant Name link can navigate to different screens:
   - Using the Participant Name link in **Class Enrollments by Group** will navigate the User to the **Enter/Update Participant Class Enrollments** screen
   - Using the Participant Name link in **Class Attendance by Group** will navigate the User to the **Enter/Update Single Participant Attendance** screen
   - Using the Participant Name link in the Header will navigate the User to the **Update MAERS Registration** screen for this Participant
5. **Attendance by Group** — the "Class Attendance by Group" link will navigate the User to the **Enter/Update Class Attendance by Group** screen

Navigation Tools –

Image 1.3b

In this screen example: (Image 1.3b)
1. Mouseover – Simply place the mouse or cursor over any one of the tabs and the tab will display
2. **Next Tab** – Navigates to the tab to the right of the current tab
3. **Prev Tab** – Navigates to the tab to the left of the current tab

Search Result Tools –

Image 1.3c

The above screen is just one example of the various search tools provided to assist in locating specific data. Dropdowns, ascending/descending arrows, search boxes, and page numbers are used throughout the system to allow the user to filter the search results. Export options are also available on certain screens. (Image 1.3c)

In this screen example:
1. Export Options –
   - **Copy to Clipboard** – Exports the Search Results data to the Clipboard so it can be pasted into software like Word
   - **Export to Excel** – Exports the Search Results to a file that can be imported into Excel
   - **Export to PDF** – Exports the Search Results to a .PDF file
   - **Print** – Formats the Search Results and launches the browser's print function
2. **Show Entries** – Displays a view of 10, 25, 50, or 100 rows on a page
3. Column Arrows – Allows the User to sort each column in alphabetical or numeric ascending/descending order
4. **Search** Box – The information entered in the Search box will look across all of the columns and match exactly on the text entered in the Search box
5. Page Navigation Buttons:
   - **First** – Navigates to the first page of the **Search Results** screen
   - **Previous** – Navigates to the previous page of the **Search Results** screen
   - Page Numbers – Navigates to the specific page of the **Search Results** screen
   - **Next** – Navigates to the next page of the **Search Results** screen
   - **Last** – Navigates to the last page of the **Search Results** screen

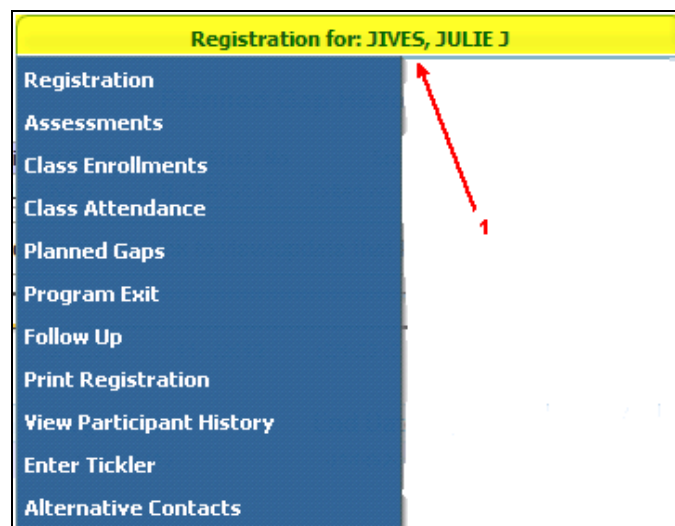## Participant Navigation Tools –

Image 1.3d

Image 1.3e

1. Participant Navigational Bar – A drop down list located at the top of the Participant data screens (Image 1.3d)
2. Footer Navigational Buttons – Buttons located at the bottom of Participant data screens (Image 1.3e)

Both the Navigational Bar and Footer Button tools have the same functions and can be used to easily navigate between MAERS modules for an individual Participant. Once a search has been done on a Participant, the Participant Navigational Bar at the top of the screen or the Footer buttons at the bottom of the screen will allow you to stay within a Participant's record.